



Friedrich-Alexander-Universität
Medizinische Fakultät

Institute of Experimental and Clinical Pharmacology and Toxicology

Chair of Clinical Pharmacology and Clinical Toxicology

Core Unit METAB

Checklist for samples

- ☐ All samples are uniquely labelled in accordance with the SOP for sample preparation
- ☐ Labelling is waterproof & resistant to cold storage conditions and large enough for reading without a magnifying glass
- ☐ All samples are in 1,5mL conical snap-cap Eppis with serial numeric labelling (i.e.: 1, 2, 3, etc.) and labelled boxes
- ☐ Labelling is NOT attached with adhesive tape (adhesive tape will not stick to the Eppis and clog up our centrifuge)
- ☐ All samples were permanently stored at -80°C and transported on dry ice
- ☐ All safety and regulatory requirements for biological specimens are met
- ☐ An excel list with detailed sample information has been sent to the MS facility. One column must contain the serial numeric labelling!

Additional requirements for samples sent via courier

- ☐ An absorbent pad is inside each Ziploc bag (recommended)
- ☐ The shipment is correctly labelled (dry ice is considered dangerous goods)
- ☐ The MS facility has already been informed about the transport and the expected delivery date (avoid shipping samples over the weekend, ship on Monday-Wednesday; do NOT ship on Thursday or Friday)

Date and signature: _____